

PROFESSIONAL LAND SURVEYOR

Application Instructions

The following instructions have been prepared to assist you in filling out your application for registration. Proper attention to details will avoid delays in processing and will help expedite its final acceptance. Failure to completely and properly fill out your form will not only cause delays, but may result in your having to wait until the next examination.

The following persons may qualify for the PLS examination

1. Those individuals having an approved Baccalaureate degree in land surveying. This degree is equivalent to four years of land surveying experience. An additional four years of qualifying experience as defined in WAC 196-16-010 (2) is required. An official transcript with the degree posted must be submitted.
2. Those individuals having an associate land surveying degree must apply by submitting a combination of education and experience. Official transcripts required.
3. These individuals having vocational or other land surveying courses must apply by submitting a combination of education and experience. Official transcripts required.
4. Those individuals applying by experience only.
5. Comity applicants must apply using the same criteria.

Disability

If you have disabilities that require special arrangements for either access to or taking the exam, please let us know in writing. We can then take steps to accommodate your needs. A physician's statement may be required.

Education Note

List your educational background in the space allotted. An official transcript must be sent from the school to the Board for any educational credit toward experience that you wish to obtain.

Application Status

After the application has been reviewed by staff, you will receive a letter. It will either state that the application is complete and being sent to the Board for evaluation or it will list the items you are still required to submit to complete your application. Once the Board has made a determination, you will receive a schedule letter if approved or a letter of explanation if not approved. Those approved and scheduled, will receive a notice approximately two to three weeks prior to the examination with specific details regarding where and when to arrive for testing. The locations of examination sites are strictly a function of facilities available and the number of people taking the exam.

NOTE: We urge you not to wait until you have heard from the Board to start studying for the examination. There may not be enough time to adequately prepare for the examination.

Submitting the application

Send the completed application form and required payment to the Board's office address above. Checks and money orders should be made payable to the Washington State Treasurer.

Applications received without payment cannot be processed, will not be considered a timely submission and will be returned to the applicant



APPLICATION FOR REGISTRATION AS A PROFESSIONAL LAND SURVEYOR

Please type or print clearly

Show your name as you want it to appear on the wall certificate. The name will be in proper order on the certificate (i.e., last name last).

FOR VALIDATION ONLY

Make remittance payable to: State Treasurer
Send this application with your remittance to:
PO Box 9048
Olympia, WA 98507-9048

Applicant Information

Applicant's Name _____
LAST FIRST MIDDLE

Birthdate ____/____/____ Social Security Number _____ Gender: ☐ Male ☐ Female

☐ Comity ☐ Examination Exam location preference: ☐ Western Washington ☐ Eastern Washington

Correspondence Address _____

City _____ State _____ Zip _____ County _____

Present Position _____

Business Name _____

Business Address _____

City _____ State _____ Zip _____ County _____

Business Phone (____) _____ Home Phone (____) _____

Have you previously filed an application with this office? ☐ Yes ☐ No

If yes: ☐ EIT ☐ PE ☐ LSIT ☐ PLS Date Applied: _____

Have you ever had any disciplinary action taken against you? ☐ Yes ☐ No

If yes, explain: _____

Previous and current registration

☐ Written LSIT exam in state of _____ ☐ Written PLS exam in state of _____

Number(s) and date(s) of original certificate(s): PLS # _____ Date _____

LSIT # _____ Date _____

PE # _____ Date _____

Is certificate now in force in original state? ☐ Yes ☐ No If not, why? _____

Has certificate ever been revoked/suspended in any state? ☐ Yes ☐ No If so, why? _____

Other states in which registered _____

Comity Applicants: State of most recent residence and practice _____

APPLICANT'S NAME: _____

BIRTH DATE: _____



Educational Background

NAME AND LOCATION OF COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS	DATES OF ATTENDANCE		CURRICULUM	DEGREE/DATE
	FROM	TO		

Land Surveyor References

Give names and addresses of five references, not relatives, who are responsible land surveyors, at least three of which shall be registered professional land surveyors, having personal knowledge of your character and professional reputation.

NAME	POSITION	ADDRESS/CITY/STATE	CERTIFICATE NO.
1.			
2.			
3.			
4.			
5.			

Certification

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signature **X** _____

Date and place of certification _____

BIRTH DATE: _____



Please list all of your employment events below beginning with the most recent. This list is to encompass the entire time from leaving college (if applicable) or beginning your land surveying career to the present time. Those periods while in school, unemployed, or performing non-land surveying work must also be included.

[illegible]



LAND SURVEYING EXPERIENCE AND VERIFICATION FORM

Forms may be photocopied for additional events

Instructions for Applicant

After completing the work experience descriptions on the following pages, send them and this form to your supervisor or self-employment reference, whichever is applicable, to verify your descriptions. Additional sheets may be attached if needed, but please identify the categories you are describing.

Instructions for Applicant's Supervisor/Reference

Upon completing your verification, please return this form and the attached work experience descriptions directly to the Board office at the above address.

Work Experience Information - to be Completed by Applicant

Event No. _____

Applicant's Name _____ Birth Date _____

Employed by _____

Supervisor/Reference Name and Title _____

Supervisor/Reference Business Address _____

City _____ State _____ Zip _____ Telephone No. _____

Dates of Employment: From _____ To _____

Job Title _____

Work Experience or Self-Employment Verification - To be Completed by Supervisor or Self-Employment Reference

Name of person completing this verification _____

If not applicant's supervisor for this event, state your relationship _____

Do you agree with the applicant's employment time and hours worked? ☐ Yes ☐ No

If no, please explain _____

Do you agree with the applicant's description or work and duties? ☐ Yes ☐ No

If no, please explain _____

During this time of employment, has the applicant been responsible for making independent judgements and decisions?
☐ Yes ☐ No

Would you recommend this applicant for registration if requirements are met? ☐ Yes ☐ No

In which categories (A through F on the attached page) do you believe the applicant is knowledgeable and prepared to be examined for admission to the profession? ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F

If not a **licensed** land surveyor, under what authority are you practicing land surveying? (i.e. federal agency, county engineer, Dept. of Transportation, etc.) _____

Number of years of surveying experience _____

RCW 18.43.040 states that no person shall be eligible for registration as a land surveyor who is not of good character and reputation. If you have any comments concerning this requirement as it relates to this applicant, please advise the Board under separate cover.

X _____
SIGNATURE DATE

STREET ADDRESS

PROFESSIONAL REG. NUMBER STATE

CITY, STATE, ZIP

Work Experience Descriptions - *to be completed by applicant*

Instructions - WAC 196-16-010 (2) requires eight years of broad based, progressive field and office experience in surveying work under the direct supervision of a person authorized by Chapter 18.43 RCW or other applicable statute to practice land surveying, of which a minimum of four years shall be in a position of making independent judgements and decisions under the general guidance and direct supervision of an authorized professional. This experience is broken down into six categories (A-F) for each event. When describing your experience for each event and applicable category, be specific about your contribution to land surveying projects. Avoid terms like “participated in”, “involved with”, or similar generalities. State your exact duties. Explain in detail your thought processes. The Board must be able to visualize your daily activities.

For this event, describe your experience in

A. Applying state, federal, and case law.

B. Exercising sound judgement when making independent decisions regarding complex boundary, topographic, horizontal and vertical control, and mapping issues.

C. Field identification and evaluation of boundary evidence, including monumentation and the ability to use that evidence for boundary determination.

APPLICANT'S NAME _____

PLS EVENT NO. _____



Work Experience Descriptions - *continued*

For this event, describe your experience in

D. Conducting research.

E. Preparing and analyzing complex property descriptions.

F. Interacting with clients and the public in conformance with Chapter 196-27 WAC.



Directions for Completing License/Examination Verification Form

These instructions pertain to applicants that meet any of the below listed criteria:

1. You are applying for licensure (engineer or land surveyor) based on comity (interstate registration) from another state or jurisdiction.
2. You are applying for licensure as a professional engineer by examination and you passed the fundamentals of engineering (EIT) in another state or jurisdiction.
3. You are applying for licensure as a professional land surveyor by examination and you passed the fundamentals of land surveying (LSIT) in another state or jurisdiction.

Verification of licensure and/or examination in another state or jurisdiction is a very important part of the application evaluation procedure. In an effort to streamline the application process and provide more timely service to the applicant, we ask your assistance in verifying your license and/or exams in another state. Please follow the instructions listed below in completing the attached LICENSE/EXAMINATION VERIFICATION FORM (pages 9 and 10 of 11).

1. Complete Part 1 (Applicant data) portion of the form. Please type or print clearly.
2. Mail the completed form to the Board Office of the state/jurisdiction of original licensure. This is the state/jurisdiction in which you were originally licensed (professional engineer or professional land surveyor) by examination.
3. If you are seeking verification of the successful completion of the fundamentals of engineering (EIT) or the fundamentals of land surveying (LSIT) examinations, send the form to the state board in which your exam was administered.
4. If your most recent state/jurisdiction of residence and practice is different than the state/jurisdiction of original licensure, you also need to mail a completed copy of this verification form to the Board Office of the recent state/jurisdiction.

NOTES:

- It is important that this form be completed and mailed to the appropriate board office immediately. Your application may not be evaluated until this information is received by our office.
- Some boards require payment of a fee for licensure or examination verification. Payment of the required fee is the responsibility of the applicant.
- If you are applying with a National Council of Examiners for Engineering and Surveying (NCEES) Record, do **not** complete this form. Verification data is included in the record.
- Please call our office at (360) 664-1575 if you are unable to determine the address of the required Board of Registration.
- If you are sending the verification form to more than one State Board, you may photocopy this form.
- If you are applying for licensure by comity, it is necessary that your original license by exam or present state license be current.



LICENSE/EXAMINATION VERIFICATION FORM

State Board to whom you are sending this form _____

PART 1: To be completed by applicant and forwarded to the out-of-state board(s).

Applicant Data

Name	LAST	FIRST	MIDDLE
Address _____			

Birthdate _____		Social Security No. _____	

Applicant — Please request that all exam and/or comity registrations relative to this State Board be verified. Provide the Board with the applicable Certificate numbers on below list.

PE Cert # _____

LS Cert # _____

EIT Cert # _____

LSIT Cert # _____

Struc. Cert # _____

Part 2: **LICENSING BOARD TO COMPLETE** and forward to:
Washington State Board of Registration for Professional Engineers and Land Surveyors

I. The above named person is/was registered as:

	Cert Number	Date Issued	Expiration Date
_____ Professional Engineer	_____	_____	_____
_____ Engineer-in-Training	_____	_____	_____
_____ Structural Engineer	_____	_____	_____
_____ Land Surveyor	_____	_____	_____
_____ Land Surveyor-in-Training	_____	_____	_____

II. Basis of registration:



_____ Written examination

	Hours	NCEES	State Board	Other (explain)
FE	_____	_____	_____	_____
PE	_____	_____	_____	_____
STRUC.	_____	_____	_____	_____
FLS	_____	_____	_____	_____
PLS	_____	_____	_____	_____

Examination Option: (Discipline) _____

EIT/LSIT accepted from _____

Comity with 1) _____

2) _____

Other, please give full details below.

III. Has disciplinary action been taken against this individual? ☐ Yes ☐ No

If the answer to this question is yes, please provide details on an attached sheet.

Person Completing This Form

Name _____

Title _____

Date _____

State/Jurisdiction _____

(BOARD SEAL)

DO NOT RETURN ORIGINAL TO APPLICANT, MAIL COMPLETED FORM TO:

**Washington State Board of Registration for
Professional Engineers & Land Surveyors
P.O. Box 9025
Olympia, WA 98507-9025**



Checklist For Applicants

Before you mail your application to the Board, please check the following items carefully.

Have you:

- Included the correct application payment? Check the schedule for the appropriate amount.
- Signed the personal certification on page 3?
- Provided completed forms to your supervisors or self-employment references to verify your land surveying work?
- Accounted for all of your time since achieving a degree or beginning land surveying work?
- Requested your school send an official transcript **directly** to this office (if applicable)? Photocopies are not acceptable.

**Your careful attention to these details will
allow us to process your application promptly.**

**Failure to complete the application will result in delays and
may cause postponement of your examination or registration.**